

## AIRFARE INSTRUCTIONS:

**1. REMEMBER: A ticket is not purchased until you confirm your reservation with a credit card! Until payment is confirmed with our travel agency, there will not be an electronic ticket issued at the airport.**

**IF YOUR TRAVEL AGENT DOES NOT OFFER YOU BOTH STATE CONTRACT RATE AND THE LOWEST LOGICAL RATES——— ASK !**

**2. Our policy mandates the use of the contracted travel agency for the purchase of all airline tickets.**

**However, our policy does not mandate that only state contract rates can be purchased. A traveler may opt to use any lower fare than state contract when making travel arrangements. However, the lower fares must also be obtained from the contracted travel agency.**

Lowest logical tickets are penalty tickets that may have certain restrictions, and impose a penalty fee in the event of changes or cancellations. However, if you purchase the ticket in adequate advance time, and the chances of your plans changing are slight, then a penalty ticket may be the most economical for your travels. **Lowest logical airfares may be paid with any credit card acceptable by the contracted travel agency.**

State contract airfares are non-penalty tickets that are totally refundable, and the price is firm as long as there is a seat available for that flight. If plans may change or arrangements are being made at the last minute, state rates can offer a significant savings. **State contracted airfares must be paid with an official state corporate card (currently American Express) or with the agency's Business Travel Account (BTA).**

**3. A traveler always has a choice to determine the lowest airfare available meeting his/her needs. You should review the following conditions:**

- Is there a probability that your schedule could change?
- Is there a probability that your plans could be canceled?
- Are your travel dates flexible, therefore letting you accommodate certain restrictions that could result in lower fares?
- Are you making reservations at the last minute?

**4. All tickets issued by the state contracted travel agency will be charged a \$23.00 transaction fee. This transaction fee will be a one-time charge per trip regardless of changes or cancellation. If the ticket is cancelled, the transaction fee will be refundable as long as the ticket is refundable and is processed by the contracted travel agency. (Not directly with the airlines)**

The State supports the issuance of electronic tickets. However, there are still limited flights that require the issuance of a paper ticket. If a paper ticket is issued at the request of the traveler, the travel agency will charge a fee for this transaction. That fee is not reimbursable by the State.

We bid our airfares with two tier pricing. "Unrestricted" which is last seat availability, and "Limited Capacity" which is restricted to a limited number of seats at a lower price. Your travel agent will advise you as to which fare is available for your flight.

**PLEASE NOTE:** If you have an electronic ticket (e-ticket) and the airline reroutes you to another airline, make sure that the ticket agent setting up the new flights prints a paper ticket for you to present at the new airline ticket gate.

**The following pages list all contracted airfares.**